

JMcK/JN

27 October 2017

Ms Farrah Wilson

Response via email: [mailto: request-432452-05df3555@whatdotheyknow.com]

Dear Ms Wilson

I am writing in response to your email of 16 September 2017 and your request for information under the Freedom of Information (Scotland) Act 2002.

1. Since Merger, please provide the number of disciplinary investigations undertaken at Ayrshire College. For the avoidance of doubt, I mean investigations which have taken place before any formal disciplinary procedure has been involved. Please provide details of this on an annual basis until present date.
2. In addition to the above information please provide how many of these investigations went to a formal disciplinary procedure and what type of disciplinary action was issued on each occasion (if any) in terms of your own procedure such as No Action, Written Warning, Final Written Warning etc.

Response

Year	Discipline Investigations	Outcome of Discipline Investigation
2013 – 14	3	3 – No disciplinary action resulted
2014 - 15	7	3 – First Written Warning 2 – Dismissal 2 – left the College's employment voluntarily (disciplinary process not concluded)
2015 - 16	4	3 – Referred to Capability process 1 - Left the College's employment voluntarily (disciplinary process not concluded)

Ayr Campus
Dam Park
Ayr, KA8 0EU
T 01292 265184
E enquiries@ayrshire.ac.uk

Kilmarnock Campus
Hill Street
Kilmarnock, KA1 3HY
T 01563 523501
E enquiries@ayrshire.ac.uk

Kilwinning Campus
Lauchlan Way
Kilwinning, KA13 6DE
T 01294 559000
E enquiries@ayrshire.ac.uk



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27 October 2017

Ms Farrah Wilson

2

2016 – 17	4	1 – First Written Warning 1 – left the College's employment voluntarily (disciplinary process not concluded) 2 – Supported Improvement action plan
2017 – 18 (to 27.10.17)	3	Currently ongoing

3. Please provide the number of grievances submitted during the same time period, again broken down annually in the same way. Please also provide details as to how many of these grievances were deemed competent to be heard under the grievance procedures.
4. In addition to this information please detail how many grievances were upheld and how many of these grievances were individual and how many of these grievances were collective.

Response

Year	Grievances Submitted and Investigated	Of which were collective	Outcome of Grievances Investigated
2013 - 14	5 (3 Individual)	2	1 – Partially upheld (individual) 4 – Not upheld (2 individual and 2 collective)
2014 - 15	3	0	1 – Not upheld (individual) 2 – Partially upheld (individual)
2015 - 16	1	0	1 – Partially upheld (individual)
2016 – 17	0	–	–
2017 – 18 (to 27.10.17)	0	–	–

27 October 2017

Ms Farrah Wilson

3

5. Please state how many grievances were raised about bullying/harassment/victimisation or with regard to any protected characteristic under the Equalities Act 2010 and how many of these were upheld.

Response

Year	Dignity at Work Complaints	Outcome
2013 - 14	1	1 – Not upheld
2014 - 15	2	2 – Not upheld
2015 - 16	2	2 – Not upheld
2016 – 17	1	1 – Not upheld
2017 – 18 (to 27.10.17)	0	–

6. Please also provide details of the number of staff reviewed both formally and informally under your Staff Capability Policy and state the number of cases, year on year since merger, which reached the first formal stage of this policy.

Response

Year	Performance Capability	Reviewed at Stage 1
2013 – 14	0	–
2014 – 15	0	–
2015 – 16	3	–
2016 – 17	4	1 – Stage 1 Capability
2017 – 18 (to 27.10.17)	1	1 – Stage 1 Capability

7. Please indicate your staff turnover each year since merger. For the avoidance of doubt I mean the number of staff who have resigned or otherwise and it has been deemed necessary to replace them, as a percentage of the total workforce. Should members of staff have taken early retirement, Voluntary Severance/Exit Packages, I do not expect these staff to be included in either part of the calculation (that is to say the number of leavers/replacements or the total workforce).

27 October 2017

Ms Farrah Wilson

4

Response

Year	Number of Leavers	Percentage Turnover *
2013 - 14	8	1.4%
2014 - 15	11	1.8%
2015 - 16	53	8.8%
2016 – 17	–	SFC return data not yet submitted

* Headcount figures based on annual staffing return to the Scottish Funding Council.

If you are unhappy with our response to your FOI request, the FOI Act gives you the right to complain. If you wish to complain, the issues you raise will initially be considered by staff not involved in the handling of your original request through an internal review. You will receive a substantive response as soon as possible. We aim to complete internal reviews within 20 working days of receipt. In exceptional circumstances it may take longer than 20 working days to complete an internal review; in such cases, we will notify you in writing. Complaints or requests for internal review should be submitted no more than two months after we sent a substantive reply to your original request.

Requests for internal reviews should be addressed to:

Allyson Sharp
Information and Customer Relations Advisor
Ayrshire College
Kilmarnock Campus
18-21 Hill Street
Kilmarnock
KA1 3HY

Email: allyson.sharp@ayrshire.ac.uk

If you are dissatisfied with the College's response to your internal review, you will have a further right of appeal to the Scottish Information Commissioner. You can contact the Information Commissioner by writing to:

Office of the Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
KY16 9DS
01334 464613
01334 464611

Email: enquiries@itspublicknowledge.info

27 October 2017

Ms Farrah Wilson

5

You can now make Freedom of Information (FOI) appeals online, using the new online appeal service – click at the link below:

www.itspublicknowledge.info/Appeal

Yours sincerely

A handwritten signature in black ink, reading "Jane McKie". The signature is written in a cursive style with a large, looping initial "J".

Jane McKie
Vice Principal
People and Skills